

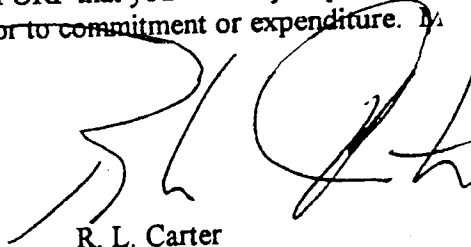


DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

10 June 1996

From: Assistant for Administration
To: Official Representation Funds (ORF) Holders
Subj: OFFICIAL REPRESENTATION FUNDS (ORF)
Ref: (a) SECNAVINST 7042.7H

1. Recent expenditures of Official Representation Funds (ORF) have highlighted the need for me to establish this written policy concerning the use of ORF for memento purchases; specifically, purchases that have involved clothing apparel & rental services. First, let me reiterate the policy set forth in reference (a) that ORF will only be used to purchase mementos that carry a command or official theme and that cannot be misconstrued as personal gifts.
2. Clothing apparel such as, but not limited to, tee shirts, golf shirts, uniforms, flight jackets, scarves, and ties are items that by their nature are considered personal and inappropriate for purchase under the ORF program. However, the purchase of ship/command baseball caps will continue to be authorized since they have become symbolic of Navy activities afloat and ashore. Expenditures for clothing rental services are not properly chargeable to ORF.
3. Any questions concerning the use of ORF that you feel may require clarification should be brought to the attention of my staff prior to commitment or expenditure.



R. L. Carter

Distribution:
SECNAV
UNSECNAV
GC
ASN(FM&C)
ASN(RD&A)
ASN(I&E)
ASN(M&RA)
CHINFO
OLA
JAG
CNO
VCNO
DNS
NAVSEA
NAVSUP

MSC
CINCPAC
CINCLANTFLT
CINCUSNAVEUR
CNET
CINCPACFLT
CNR
NWC
USNA
NDW
NAVFORCENTCOM
MWC
AFSC
NPS
CINCSOUTH

HQ, USMC
MCRD San Diego
MCRD Parris Island
MCDEC Quantico
MCB Camp Pendleton
MCLB Barstow
MCB Camp Lejeune
MCLB Albany
1st MCD
6th MCD
8th MCD
12th MCD
MCAB Eastern Area
MCAGCC 29 Palms
MCB Camp Butler

MCAB Western Area
MCRDAC
MARRESFOR, New Orleans
CINCUSACOM